

TOWN OF ALLENSTOWN  
Select Board  
16 School Street  
Allenstown, New Hampshire 03275  
February 23, 2015

**Call to Order.**

The Allenstown Select Board Meeting for February 23, 2015 was called to order by Mr. Gryval at 6:01p.m.

**Roll Call.**

Present on the Board: Jason Tardiff, Jeff Gryval, and Kate Walker.

**Others Present.**

Residents of Allenstown: Gina Baldasaro

Others Present: Michael Tardiff, Central NH Regional Planning Commission.

Other Public Officials: Armand Verville, OAMH and Claudette Armand, OAMH.

Allenstown Staff: Shaun Mulholland, Town Administrator; and Ron Pelissier, Road Agent.

**Citizens Comments: N/A**

Ms. Walker participated by telephone conference call.

**Meet with Michael Tardiff from Central NH Regional Planning Commission (CNHRP) to review draft memorandum of understanding for the Metropolitan Planning Organization, Manchester Urbanized Area.**

Mr. Tardiff stated a portion of Allenstown, Pembroke, and Bow has been added to the Manchester urbanized area. He stated it affects the MS-4 area as well as the Metropolitan Planning boundary which is headquartered in Manchester. He stated all projects and plans that affect areas within the urbanized area must be within an MPO's plan and transportation program. He stated CNHRPC is a rural transportation planning agent. He explained areas around the country are having encroachments on other urbanized areas.

Mr. Tardiff stated there is a Federal mandate requiring urbanized areas of Allenstown to be part of the Southern NH Planning process as well as CNHRPC. He stated they are a non-voting

member of Southern NH Planning and they would coordinate with the MPO. He stated it codifies better communication between the two boards.

Mr. Gryval stated they had tried to apply for a waiver when they found out about the 2010 Census. He asked if there is anything else which could get a community their size out of it. Mr. Tardiff stated he thought the Concord area was going to be its own urban area. He stated the census basically says this is happening and there's no way around it and its happening all around the country.

Mr. Tardiff stated there is a Master Agreement which is affecting areas to the south and Allenstown is put in with them. He stated it is incumbent on CNHRPC staff to coordinate with SNHPC. He stated at some point Allenstown will get a request as to whether they want to be on the policy committee. He stated as a staff they will watch out for anything which affects Allenstown.

Mr. Gryval asked when those committees would meet. Mr. Tardiff stated they usually meet around noon once a month.

**Discuss and approve resolution to create the Old Allenstown Meeting House Committee.**

Mr. Verville stated the Steering Committee has completed its duties and is no longer in effect. He stated it was suggested they have an Old Allenstown Meetinghouse Committee as they need to maintain it and secure funds through the Allenstown Historical Society. He stated nothing is going to change much and they are going to be working a little closer with the town.

The Chair asked Mr. Verville if he is aware of everything they need to do. Mr. Verville stated Mr. Mulholland assisted him in the determining the tasks that need to be done.

Mr. Mulholland stated they be creating a Selectmen's Committee. He stated the Select Board creates it and dissolves it as they see fit. He stated they need to approve the resolution to create the committee and then appoint volunteers to serve on the committee.

Motion. Mr. Gryval made a motion to approve the Old Allenstown Meetinghouse Committee resolution. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes and Ms. Walker - Yes. The Chair declared the Motion passed.

**Appoint members to the OAMHC.**

Mr. Mulholland stated there are four nominees for the committee and they should be appointed on staggered three year terms.

Motion. Mr. Gryval made a motion to appoint Roland Martel to the Old Allenstown Meetinghouse Committee for a term of two years. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes and Ms. Walker - Yes. The Chair declared the Motion passed.

Motion. Mr. Gryval made a motion to appoint James Garvin to the Old Allenstown Meetinghouse Committee for a term of three years. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes and Ms. Walker - Yes. The Chair declared the Motion passed.

Motion. Mr. Gryval made a motion to appoint Armand Verville to the Old Allenstown Meetinghouse Committee for a term of three years. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes and Ms. Walker - Yes. The Chair declared the Motion passed.

Motion. Mr. Gryval made a motion to appoint Claudette Verville to the Old Allenstown Meetinghouse Committee for a term of one year. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes and Ms. Walker - Yes. The Chair declared the Motion passed.

**Discuss proposed changes to the Tri-Town Emergency Medical Service Inter-Municipal Agreement.**

Mr. Mulholland stated a lot of it was cleaning up some language. He stated they changed the wording from Ambulance to Emergency Medical Service. He stated they changed the Joint Board to Board of Directors. He stated they changed member at large terms to three year terms.

Mr. Mulholland stated the way the employee representative was chosen was never discussed and the changes include an election process where employees vote by ballot. Mr. Gryval asked how they determine who wins. Mr. Mulholland stated the employees vote and it is tallied. He stated if the employees don't vote then the Board of Directors can appoint someone.

Mr. Mulholland stated they clarified the Tri-Town Board of Directors is the governing body. He stated the positions on the Board said a clerk and chairman and now there is a chairman, vice chair and secretary. Mr. Gryval asked why it is chairman and not director. Mr. Mulholland stated there is a chairperson for the Board of Directors and the Director is the employee who directs the service.

Mr. Mulholland stated they also eliminated the reference to the location of the meetings. He stated the financial agreement clarifies the data available for the two towns and not the other towns they may service.

Mr. Mulholland stated the Board of Selectmen in Pembroke has already approved this. The Chair asked if this has to go through the Attorney General's office again. Mr. Mulholland stated after the Board approves it they send it to the Attorney General and if there is no response after 45 days it is approved by them.

Ms. Walker asked for clarification that it will no longer be Joint Board and will be the Board of Directors. Mr. Mulholland stated that is correct.

The Chair stated towards the ends were the names are it has different titles for Pembroke then Allentown and asked if it matters. Mr. Mulholland stated it is how they put their terminology in there.

Motion. Mr. Gryval made a motion to approve the Tri-Town Emergency Medical Services Inter-Municipal Agreement as amended. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes and Ms. Walker - Yes. The Chair declared the Motion passed.

**Consider appointing Gina Baldasaro as an alternate on the Zoning Board of Adjustment.**

Motion. Mr. Gryval made a motion to appoint Gina Baldasaro as an alternative on the Zoning Board of Adjustment. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes and Ms. Walker - Yes. The Chair declared the Motion passed.

**Discuss proposed changes to the Assessing Clerk's hours.**

Mr. Mulholland stated they are going to reduce the hours down to Mondays and Thursdays. He stated since they went online with the tax maps it has reduced the volume as they anticipated it would. The Chair asked if the Assessing Clerk is fine with the change in the amount of hours.

Mr. Mulholland stated she is fine with it. He stated they will post the change in hours on the website. The Select Board stated they were fine with the change to the Assessing Clerk's hours.

**Review proposed changes to the Personnel Policy.**

Mr. Mulholland stated this is in regards to worker's compensation issue as far as the changes to the cost of the difference between what worker's compensation pays and the gap in between. He stated there are also changes to the short-term and long-term disability. He stated they should have a public hearing on this so they are just reviewing these changes right now.

The Chair asked if this has been brought up at the staff meeting and if there are any concerns. Mr. Mulholland stated he hasn't received any feedback other than everyone seems to be in agreement with it.

Mr. Gryval stated he would like the Board to consider adding notifying the Chairman of the Select Board as well as the Town Administrator when Department Heads take the day off. He stated he thinks it would be good for them to know when the Department Heads are taking a day off and to be able to communicate with the Select Board.

Mr. Pelissier stated he thinks they should send Mr. Mulholland the email. The Chair stated it is in addition to not in place of. He stated they would just add him to the communication they send to Mr. Mulholland.

Mr. Mulholland stated he will schedule a public hearing in regards to the proposed changes.

**Discuss process to award contracts for the Community Center Project.**

Mr. Mulholland stated there are a number of different contracts they will be dealing with this project. He stated all the CDBG funds have to be by bid and they are required to hire by lowest bidder. He stated there are three different positions that they won't have a competitive bid process with and will use a QBS system. He stated in terms of the construction manager and architect those will be done by the QBS process. He stated NH law says it has to be done by QBS process whereas Federal law says it has to be done by the competitive bid process. He stated the Town as a procedure where they can utilize sole source bidding which is what they are going to do for the construction manager and architect so they don't have to do the lowest bidder.

Mr. Gryval stated he is all in favor of single source bidding these things as long as they are single source bidding them to the appropriate people and not because of favoritism. He stated he thinks it is a good thing not to always hire the cheapest person.

Mr. Mulholland stated in order to do it their policy requires a process which he will generate the paperwork for those things.

### **TOWN ADMINISTRATOR'S REPORT**

#### **Status report proposed new Boys & Girls Club/Senior Center facility at the Whitten Street Park.**

Mr. Mulholland stated he has a meeting Thursday morning with a potential donor. He stated things are looking pretty good with the Senior Center/Boys & Girls Club.

Mr. Mulholland stated one of the problems they have is he is the only town official who is involved in this project. He stated it is a Parks and Recreation function but they don't have the time for this project. The Chair stated the Parks & Recreation is kept up with what is going on. He stated they can put it to Mrs. Houllis to attend meetings if she can. Mr. Gryval volunteered to be as involved as he can be and to meet with Mr. Mulholland on a regular basis. Mr. Mulholland stated there is not a lot of other input other than his own and wanted to make sure the Board is aware of it.

Mr. Mulholland stated the latest plan is to enhance the entrance on Whitten Street. Mr. Gryval stated this is going to be a major change to the community. The Chair asked how much citizens have complained. Mr. Mulholland stated they had concerns about activity on Reynolds Ave. Mr. Gryval stated most of the people who were at the public hearing were from Reynolds Ave or Whitten Street.

#### **Status report in regards to the MS 4 Storm Water Project/Permit**

Mr. Pelissier stated they met with Ms. Borchers and Mr. Trainque and they have a couple of more outfalls which need to be met.

Mr. Gryval asked who Ms. Borchers was. Mr. Pelissier stated Ms. Borchers is the engineer from Hoyle & Tanner and is the one who did all the testing and marking of outfalls. Mr. Gryval asked if they were using Hoyle and Tanner for this and not Nobis like they did for the other monitoring over there. Mr. Mulholland stated Nobis was helping them out with the SWPPP (storm water pollution prevention plan). He stated there is some overlap between the two companies. He stated Hoyle and Tanner hired Ms. Borchers for environmental engineering.

Mr. Pelissier stated they have a couple of outfalls which need to be mapped out and retested. He stated he believes the Sewer Department has their own mechanism for taking care of their problems down there. Mr. Mulholland stated the Sewer Department was also looking at

segregating their system. He stated they don't think they should have to include the Sewer Department in the town's permit.

Mr. Mulholland stated they have a conference call scheduled Thursday to deal with the issue of determining the impervious surface and who is going to do it. He explained they have to figure out how much impervious surface they have and then report the changes in the area each year.

Mr. Mulholland stated there will be a purchase order from Hoyle and Tanner, one for storm drain cleanup and one for street sweeping.

### **Status of Seamless.Gov efficiency project**

Mr. Mulholland stated they have a few bugs they are working on. He showed them some updates and icons which now show on their tablets.

### **Status of 2014 Audit**

Mr. Mulholland stated they already started it last week and they will be coming in March 16<sup>th</sup>. He stated 2016 will be done electronically. He stated usually they come in the summertime which has to do with their schedule and this year they were able to get in earlier.

### **Highway Department Update**

Mr. Mulholland stated the Highway Department has spent about \$9,000-10,000 so far on overtime and they have a \$15,000 budget.

Mr. Gryval asked how they are doing with the budget for the contractors. Mr. Mulholland stated there is only \$1,900 spent so far. Mr. Pelissier stated it is working very well.

Mr. Gryval stated he didn't see a Highway Status Report for January. Mr. Pelissier stated he didn't do one for January. He stated January was a quiet month with only a couple minor events. He stated the truck is back and the clutch problem is fixed. He stated he thinks because it is so cold the plastic on the headlights are more brittle than normal. He stated he was plowing at the Recreation center and he hit a speedbump and the light broke. He stated they have started taking sanders off and have a few light issues but everything has been going very well.

Mr. Pelissier stated they spent a lot of time today at the Police Department taking care of their snow banks. He stated they are looking at the worst case scenarios and clearing them. He discussed their plans for clearing snow banks and widening roads.

Mr. Pelissier asked if the State takes care of snow banks on Route 28 at intersections or the town is supposed to. The Chair stated the town is supposed to and the State will do it if the town doesn't and they are in their way.

Mr. Gryval asked if they are anticipating posting any roads this year. Mr. Pelissier stated he thinks they are going to have to.

### **Discussion of Weather Conditions**

Mr. Mulholland stated they saw the email regarding potential flood risk. Mr. Gryval stated he was surprised it was so low. Mr. Mulholland stated snow has been a fluffy snow and not the wet heavy snow.

Mr. Mulholland stated he had a discussion with the Fire Chief regarding wet snow and roofs. He stated they are going to go around and look at the mobile home communities. The Chair asked how the town buildings are. Mr. Mulholland stated the town buildings are fine.

### **2015 Traffic Count**

Mr. Mulholland stated they need to pick the 2015 traffic count locations. He stated they did 10 for them last year. Mr. Gryval asked Mr. Pelissier if he had any recommendations for what roads to do this year. Mr. Pelissier stated all the roads they did last year or the year before. He stated the State does Route 3 and 28. Mr. Mulholland stated the town did Main Street. He stated they will have further discussion at the next meeting.

### **Granite Street Sidewalk project**

Mr. Mulholland stated they have been authorized to put the project out to bid. He stated the bid packages have been put on the website today and will be advertised in the paper on Monday. He stated he sent it out to the three companies who bid on it last time. He stated DOT posted it on their website as well.

Mr. Mulholland stated they have to get the poles removed because they cannot get the sidewalks done without moving them. Mr. Pelissier stated they are going to get on Comcast about it.

### **Other Business**

Mr. Mulholland stated the Town Report has been sent out for printing.

Mr. Mulholland stated some of the department's have asked for some website training so he'll be assisting them with it.

Mr. Mulholland stated he got a visit from Freedom Energy to discuss the street light project. He stated the price on the LED lights has come down significantly. He stated the quotes are in their folder. He stated they have a 70,000 hour lifespan. He stated they could change the ballasts or

just change the lights. He stated the real issue for it is the street light potential and retrofitting the street lights for the LED lights. He suggested they do this by bid or they can negotiate with them. He stated PSNH allows other contractors to do the retrofitting. He stated the PSNH would not replace the lights if one broke but there is a 10 year lifespan on them. He stated the potential savings over a ten year span is \$114,000 and the cost to replace them all would be \$33,456. He stated they do not need to make a quick decision on this, there is time to obtain other proposals.

Mr. Mulholland stated they have a broker for their electric power and natural gas. He asked if they want to do a QBS process for an energy consultant. Mr. Gryval asked what they would need an energy consultant for. Mr. Mulholland stated they would negotiate their electric and natural gas contracts. He stated they don't pay them for the consulting services therefore all they would be looking at is resumes, services provided and references. The Board determined to stay with how they are doing it now with Standard Power.

Mr. Mulholland stated their next meeting is right before elections and reminded them to make sure they have the appropriate coverage needed.

Mr. Gryval stated the ICS 402 class for tomorrow night being canceled.

**Ratify Consent Calendar: February 23rd, 2015**

Mr. Mulholland stated there is a bunch of things to sign because the registry of deeds office doesn't take electronic signatures at this time.

Mr. Mulholland stated a tax payment plan came in today. Mr. Gryval asked if the monthly payment will equal the amount they need to pay. Mr. Mulholland stated they wrote over the amounts because the lower amounts put on the application would not have been equal to what they need to pay.

Mr. Mulholland stated they only have two letters left in terms of the current use.

Motion. Mr. Gryval made a motion to approve the Consent Calendar of February 23, 2015. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes and Ms. Walker - Yes. The Chair declared the Motion passed.

**Review Minutes: January 17th, 2015; January 26th, 2015**

Motion. Mr. Gryval made a motion to approve the minutes of January 17, 2015. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes and Ms. Walker - Yes. The Chair declared the Motion passed.

Motion. Mr. Gryval made a motion to approve the minutes of January 26, 2015. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes and Ms. Walker - Yes. The Chair declared the Motion passed.

**Approve Payroll and Accounts Payable Manifests: Payroll 020415; Payroll 021215 AP 012815 (2014), AP 012815(2015); AP 020415 (2014), AP 020415 (2015), AP 021115 (2014), AP 021115 (2015), AP 021815 (2014), AP 021815 (2015) .**

Motion. Mr. Tardiff made a motion to Approve Payroll and Accounts Payable Manifests: Payroll 020415; Payroll 021215 AP 012815 (2014), AP 012815(2015); AP 020415 (2014), AP 020415 (2015), AP 021115 (2014), AP 021115 (2015), AP 021815 (2014), AP 021815 (2015). Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes and Ms. Walker - Yes. The Chair declared the Motion passed.

Motion. Ms. Walker made a motion to adjourn. Mr. Gryval seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes and Ms. Walker - Yes. The Chair declared the Motion passed.

The Chair declared the meeting adjourned at 7:22 pm.

TOWN OF ALLENSTOWN  
SELECTBOARD  
PUBLIC MEETING MINUTES

February 23rd, 2015

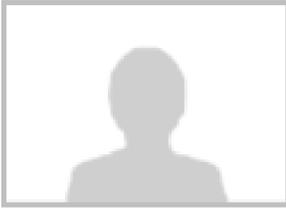
**Signature Page**

<b>Original Approval:</b>	
 JASON TARDIFF, Chair	03/16/2015 DATE
 JEFFREY GRYVAL, Member	03/12/2015 DATE
 KATE WALKER, Member	03/09/2015 DATE

<b>Amendment Approvals:</b>		
<b>Amendment Description:</b>	<b>Approval:</b>	<b>Date:</b>
	JASON TARDIFF, Chair	DATE
	JEFFREY GRYVAL, Member	DATE
	KATE WALKER, Member	DATE

# Signature Certificate

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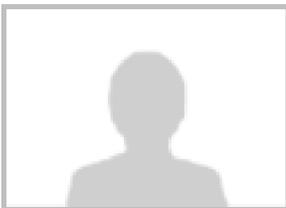


**Kate Walker**  
Party ID: W9MY47JY23HKAV5DHSR7FU  
IP Address: 173.166.22.209  
**VERIFIED EMAIL:** kwalker@allentownnh.gov

Electronic Signature:

Multi-Factor  
Digital Fingerprint Checksum

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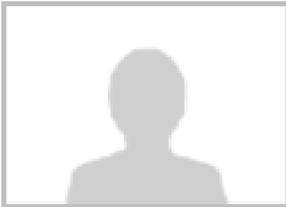


**Jeffrey Gryval**  
Party ID: VN5PVXJMCJHF9MFX5PKSV4  
IP Address: 104.129.196.111  
**VERIFIED EMAIL:** jgryval@allentownnh.gov

Electronic Signature:

Multi-Factor  
Digital Fingerprint Checksum

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**Jason Tardiff**  
Party ID: FFZPPMIKEJCCV3DMRD344T  
IP Address: 64.222.96.214  
**VERIFIED EMAIL:** jtardiff@allentownnh.gov

Electronic Signature:

Multi-Factor  
Digital Fingerprint Checksum

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## Timestamp

2015-03-16 15:53:59 -0700  
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2015-03-09 15:01:50 -0700  
2015-03-09 14:59:06 -0700

## Audit

All parties have signed document. Signed copies sent to: Kate Walker, Jeffrey Gryval, Jason Tardiff, and Shaun Mulholland.  
Document signed by Jason Tardiff (jtardiff@allentownnh.gov) with drawn signature. - 64.222.96.214  
Document viewed by Jason Tardiff (jtardiff@allentownnh.gov). - 64.222.96.214  
Document signed by Jeffrey Gryval (jgryval@allentownnh.gov) with drawn signature. - 104.129.196.111  
Document viewed by Jeffrey Gryval (jgryval@allentownnh.gov). - 104.129.196.111  
Document signed by Kate Walker (kwalker@allentownnh.gov) with drawn signature. - 173.166.22.209  
Document viewed by Kate Walker (kwalker@allentownnh.gov). - 173.166.22.209



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# Signature Certificate



Document Reference: YC6L62JAHJXPVVMC66C8JC

## RightSignature

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2015-03-09 09:45:22 -0700

Document created by Shaun Mulholland (smulholland@allentownnh.gov). -  
64.222.96.214



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